

**Personal Information**

Surname/First Name Scoppettuolo Francesca Jane, M.A.  
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 Email [clarinet.fjs@tiscali.it](mailto:clarinet.fjs@tiscali.it)  
 Nationality Anglo/Italian

Date of Birth 02/06/1975  
 Place of Birth Roma  
 Gender Female

**Occupational Field**

Consecutive Interpreter (Italian < > English)  
 Simultaneous Interpreter (Italian < > English)  
 Translator (Italian > English > Italian)

**Languages**

Mother tongues (s) Italian & English

Other Language (s)\* French (10 years of study at school level)  
 Writing (C1) Competent  
 Reading (C1) Competent  
 Oral (C1) Competent

Other Language (s)\* Spanish (02 years study at school level)  
 Writing (B1) Concessional  
 Reading (B1) Concessional  
 Oral (B1) Concessional

**Education and Courses**

Dates September 2004 - June 2005  
 Title of Qualification Awarded *M.A. Simultaneous and Consecutive Interpreting (Italian < > English)*  
 Name/type of Organisation providing Education & Training S.S.I.T - Scuola Superiore per Interpreti e Traduttori - Studio Universitario  
 Location Turin/Italy

Dates September 2003 - June 2004  
 Title of Qualification Awarded *M.A. Translation with Specialization in 4 subjects (Italiano < > Inglese)*  
 Specialization in Literature, Art, Journalism and Marketing  
 Name/type of Organisation providing Education & Training S.S.I.T. - Scuola Superiore per Interpreti e Traduttori - Studio Universitario  
 Location Turin/Italy

Dates 1995 - 1999  
 Title of Qualification Awarded [B.A in European Studies](#)  
 Subjects Studied (European Politics, Management, Italian language, literature & culture)  
 Name/type of Organisation providing Education & Training Royal Holloway and Bedford New College - University of London  
 Location Egham Hill, Egham / Surrey (UK)

Dates September 1997 - July 1998  
 Title of Qualification Awarded [Socrates/Erasmus Exchange](#)  
 Subjects Studied Marketing & History of Art  
 Name/type of Organisation providing Education & Training Università degli Studi di Torino  
 Location Corso Unione Sovietica, 10120 Turin (IT)

Dates January - June 1995  
 Title of Qualification Awarded [Advanced Level French](#)  
 Subjects Studied French Language & Literature  
 Name/type of Organisation providing Education & Training Davies Laing & Dick College  
 Location Notting Hill Gate / London (UK)

Dates September 1992 - June 1994  
 Title of Qualification Awarded [3 GCE A-Levels](#)  
 Subjects Studied Italian Language & Literature, French Language & literature, European History of Art  
 Name/type of Organisation providing Education & Training St Paul's Girls School  
 Location Brook Green, W8 Hammersmith / London

## **Work Experience**

### **Translations**

Date January - March 2008  
 Company **[BC Today Srl](#)**  
 Language combination Italian > < English (8.000 words)  
 Work description Translation of security risk assessments, permissions and agreements in view of an ENEL SpA event in London.  
 Translation category Technical/ Video Production

Date July - December 2007  
 Company **[BC Today Srl](#)**  
 Language combination Italian > < English (45.000 words)  
 Work description Translation of all paperwork, documentation and video material (for subtitling), concerning the World Energy Congress event in Rome.  
 Translation category Environment, Communications & Video Production

Date June 2007  
 Company **[BC Today Srl](#)** (*Freelance*)  
 Language combination Italian > English (1.500 words)  
 Work description Translation of BC Today's Technical Material and documentary related annexes.  
 Translation category Communications & Video Production

Date	March -April 2007
Company	<b>BC Today Srl</b> (Freelance)
Language combination	Italian > English (8,500 words)
Work description	Translation of BC Today Srl's updated Corporate Profile, Documentary synopses for 4 different documentaries, and transcription and translation of video interviews for all 4 documentaries in view of a documentary event in Cannes.
Translation category	Communications & Video Production
Date	February - March 2007
Company	<b>BC Today Srl</b> (Freelance)
Language combination	Italian > English (6.000 words)
Work description	Translation of Risk Assessment documentation for an ENEL SpA event in London
Translation category	Communications & Video Production
Date	October 2006
Company	<b>BC Today Srl</b> (Freelance)
Language combination	Italian > English (7,600 words)
Work description	Translation of BC Today Srl's Corporate Profile for use in Documentary section & Delta 2 Project (Capitalia) Interviews for Video subtitling
Translation category	Communications & Video Production
Date	July 2005
Company	<b>GE General Electric</b> s
Language combination	Italian > English
Work description	Translation of email referring to a Legal Case
Translation category	Legal
Date	May 2005 - April 2006
Company	<b>NBC Olympics Inc</b>
Language combination	Italian > < English (28,000 words)
Work description	Translation of Administrative documentation, scripts, agreements, security risk Assessments and email communications.
Translation category	Legal/ Broadcasting,/ General
Date	March 2004
Company	<b>Freelance Work</b>
Language combination	Italian > English (4,000 words)
Work description	Translation of an article published by Aversa, Ondolo and Conticello on Aesthetic Correction of Prominent Ears for an ENT Congress in Sicily
Translation category	Medical
Date	November 2004 - June 2005
Company	<b>S.S.T.I Scuola Superiore Traduttori e Interpreti</b>
Language combination	Italian > < English (> 15,000 words)
Work description	Translation of Literary and website content on the life and achievements of Gustavo Rol, and Legal documentation (Dawson court case - testimonials).
Translation category	Literary/ Philosophical/ Legal

Date September 2002 - June 2003  
Company **Kimberly Clark Srl** (during an internal SAPR3 project)  
Language combination English > Italian (> 10,000 words)  
Work description Translation of SAP R3 program content for use on Italian office terminals and of Key User and End User training documentation.  
Translation category Information Technology/ Programming/ HR.

Date June 2000 - April 2005  
Company **Kimberly Clark Srl**  
Language combination Italian > < English (> 300,000 words)  
Work description Translation of Business Reviews, Corporate Presentations, Internal HR related announcements, Press Releases for Press Packs, Marketing Proposals and packaging, Sales contracts and emails.  
Translation category Commercial/ Business/ Trade/ Legal/ Marketing

Date June 2000 - September 2000  
Company **Euro Translations Snc** (freelance)  
Language combination Italian > < English (> 150,000 words)  
Work description Translation of Legal, Political, Medical and technical documentation as well as instruction manuals and commercial  
Translation category Legal/ Politics/ Commercial/ Medical/ Technical

Date May - June 2000  
Company **Fresia SpA**  
Language combination English > < Italian (50,000 words)  
Work description Technical Translation of vehicle manuals, technical specs, brochures and booklets  
Translation category Technical / Mechanics

Date June 1998  
Company **Molino Marocco Snc**  
Language combination Italian > English (15,000 words)  
Work description Translation into english of the Company's Website content  
Translation category Website content/ Agriculture

Date October 1997  
Company **Florarte Express Snc**  
Language combination English > Italian (20,000 words)  
Work description Translation of information leaflets and Instruction manuals for alarm system  
Translation category Technical

## **Work Experience**

### **Interpreting**

Date March 2008  
Company **BC Today Srl**  
Language combination Italian > < English > (45 hours)  
Work description Interpreter for BC Today's Managing Director during the organization of an ENEL SpA event in London.  
Interpreting category Consecutive

Date September 2007 - November 2007  
Company **BC Today Srl**  
Language combination Italian > < English > (150 hours)  
Work description Interpreter for BC Today for the whole project implementation period in view of the World Energy Congress in Rome  
Interpreting category Consecutive

Date April 2007  
Company **BC Today Srl (Freelance)**  
Language combination Italian > < English > (15 hours)  
Work description Interpreter for BC Today's Managing Director during a MIPDOC event in Cannes  
Interpreting category Consecutive

Date March 2007  
Company **BC Today Srl (Freelance)**  
Language combination Italian > < English > (35 hours)  
Work description Interpreter for BC Today's Managing Director during the organization of an ENEL SpA event in London.  
Interpreting category Consecutive

Date December 2006  
Company **BC Today Srl (Freelance)**  
Language combination Italian > < English > (20 hours)  
Work description Interpreter for BC Today's Managing Director during the organization of an ENI SpA event in London.  
Interpreting category Consecutive

Date May 2005 - April 2006  
Company **NBC Olympics Inc**  
Language combination English > < Italian (350 hours)  
Work description Interpreter to the Director of NBC Olympics Production Services, for negotiation purposes in meetings with Organizing Committee, Reale Mutua, Municipal Representatives, Suppliers and Vendors for the whole duration of the preparation and Implementation of the Torino 2006 Winter Olympics.  
Interpreting category Consecutive/Negotiation Interpreting

Date (November 2005)  
Company **NBC Olympics Inc**  
Language combination English > < Italian (20 hours)  
Work description Interpreter to the Director of NBC Olympics Production for a week for Video Production purposes. Most important task carried out: a filmed interview with Turin's Cardinal Poletto.  
Interpreting category Consecutive

Date July 2004  
 Company **BC Today Srl** (*Freelance job*)  
 Language combination Italian > < English (14 hours)  
 Work description Interpreter for a 3 day 'The Coca Cola Company' Customer Management Summit Meeting event in Rome  
 Interpreting category Consecutive Interpreting

Date July 2000 - April 2005  
 Company **Kimberly Clark Srl**  
 Language combination Italian > < English (250 hours)  
 Work description Interpreter in Corporate Board Meetings and on one occasion for a Trade Union Meeting between Kimberly Clark and CIGL.  
 Interpreting category Consecutive Interpreting

### **Personal Competences and Skills**

Social Skills & Competences

- *Teamwork*: Exceptional teamplayer. Skills acquired at school and University level (as member of orchestras and sports teams) and further developed during past job experiences in Kimberly Clark and NBC Olympics.
- *Leadership and teamwork* skills also acquired thanks to my role as Supervisor during the Olympic Games.
- *External relations & Public Speaking*: Strong ability to relate to external entities. Skill acquired through my PR and event organization experience.
- *Interpersonal relations*: Very good record of interpersonal relations with Team leaders, offsite Corporate Management, colleagues, suppliers, vendors, clients, families I babysat for and people within my personal life sphere,

Organizational Skills & Competences

- *Organization skills*: Outstanding. Acquired through 8 years of events organization.
- *Coordination skills*: Eg: Primary School Captain, High School Italian drama classes (for a School Open Day), High School Girls Volleyball Team as Girls Captain, University Rowing Teams (as Boat Club Secretary) and through Events and Olympic experiences, I have had to coordinate large groups of people to ensure a smooth running of all operations.

Computer Skills & Competences

*Microsoft Windows 95/97/98/2000/XP/Vista*  
 Word, Powerpoint, Excel, Outlook, (advanced level)  
*Apple Macintosh Version 10.4 and above*  
 Mac Office, Works '08, Mail, Calendar, Safari, Filemaker and other (advanced)  
*Additional programs used:*  
 Macromedia (Fireworks, Dreamweaver, Flash & Freehand)  
 Adobe (Image Ready & Photoshop)  
 SAP R3  
 Autocad

Artistic Skills & Competences

*Music*  
 7th Grade – Clarinet & Piano  
 At school level I was a member of the Chamber Orchestra, Choir, Jazz Orchestra and School Band.

**Artistic Skills & Competences**  
(cntd)

*Drama*  
Took part in various plays at school level and also joined a Drama Club in high School for 2 years. Also coordinated 20 students for an Open Day School Play of 'Pinocchio'

*Additional interests*  
Literature, Art, Creative writing, Travelling, Architectural drawings, Graphic Art/Computer graphics & Interior Design.

**Other Skills & Competences**

*Sports*  
Rowing, Volleyball, Athletics, Swimming, Tennis, Cycling, Skiing.

- I was a team member in the St Paul's Girls School Rowing Club and the Royal Holloway and Bedford New College University Rowing.
- At University level I also joined the Staines Rowing club where I coxed for the men's team.
- I was Captain of the Girls Volleyball Team at school and enjoyed competing against other schools
- I also enjoyed taking part in other competitive sports such as Athletics and Swimming.
- I now still enjoy running, swimming, tennis, cycling and skiing during my spare time on a regular basis.

**Driving License** I am holder of a European Driving License - B Category vehicle

**Additional information** Registered user on Translation Site [www.proz.com](http://www.proz.com)

*Reference Letters available upon request:*

- Kimberly Clark Srl
- NBC Olympics Inc
- SSTI - Scuola Superiore Traduttori e Interpreti - Torino
- Spraggon Stennett Brabyn Solicitors

*Also available on request*

Comprehensive list of Work Experiences (other than translation & interpreting)

**Annexes** I. List of translation Topics of competence

## Main areas of Interest and competency for translation purposes

# Annexe I

Subject  
Language Pairs

### *Literature*

English > Italian & Italian > English

Subject  
Language Pairs

### *Art & Architecture*

English > Italian & Italian > English

Subject  
Language Pairs

### *Sales & Commerce*

English > Italian & Italian > English

Subject  
Language Pairs

### *Marketing*

English > Italian & Italian > English

Subject  
Language Pairs

### *Web Sites*

English > Italian & Italian > English

Subject  
Language Pairs

### *Politics*

English > Italian & Italian > English

Subject  
Language Pairs

### *Events /Tourism/Travel*

English > Italian & Italian > English

Subject  
Language Pairs

### *Environment/Ecology*

English > Italian & Italian > English

Subject  
Language Pairs

### *Cinema/Film/TV*

English > Italian & Italian > English

Subject  
Language Pairs

### *Cooking/Recipes*

English > Italian & Italian > English

Subject  
Language Pairs

### *General subjects*

English > Italian & Italian > English

Subject  
Language Pairs

### *History*

English > Italian & Italian > English

Subject  
Language Pairs

### *Music*

English > Italian & Italian > English

Subject  
Language Pairs

### *Sports*

English > Italian & Italian > English